Overtime Refusal / Callout Refusal Reporting Form

Date Worked:	Oct 2/26 S2 Physical Lab
Person Worked	G Rosseker
Work Order No.	

Date Requested	Persons Called Out or Requested to Work Overtime (in order requested)	Refusal (note time refused)	Accepted (note time accepted)	Not Available (note time called)	No Answer (note time called)	Hours Chg OT	Hours Chg DT	Reason For Callout	Performed position tasks without assistance Yes / No
Oct 2	G Rosseker		3:45				12	Cover physical lab	Yes

This form is to be completed on each occasion that overtime or a callout is worked or refused by an employee.

Supervisor Iyin Akingbade

Distribution: Supervisor / R. Skinner